

# **The Corporation of the City of Kawartha Lakes**

## **Agenda**

### **Kawartha Lakes Accessibility Advisory Committee Meeting**

**KLAAC2019-001**

**Thursday, January 17, 2019**

**1:30 P.M.**

**Lindsay Library Meeting Room**

**Lindsay Library**

**190 Kent Street West, Lindsay, Ontario**

#### **Members:**

**Councillor Andrew Veale**

**Sharon Coupland**

**Lynda DaSilva**

**Mary Ann Fitzpatrick**

**Scott Howard**

**Jane McLean**

**Crystal Morrissey**

**Elizabeth Peeters**

**Norm Price**

**Joan Skelton**

**Ken Van Den Oetelaar**

Accessible formats and communication supports are available upon request.

<b>1.</b>	<b>Call to Order</b>	
1.1	Appointment of Chair	
1.2	Appointment of Vice-Chair	
<b>2.</b>	<b>Administrative Business</b>	
2.1	Adoption of Agenda	
2.2	Declaration of Pecuniary Interest	
2.3	Adoption of Minutes from Previous Meeting	
2.3.1	Kawartha Lakes Accessibility Advisory Committee Meeting Minutes of November 15, 2018	4 - 6
	<b>That</b> the minutes of the Accessibility Advisory Committee meeting held on November 15, 2018, be adopted as circulated.	
<b>3.</b>	<b>Deputations/Presentations</b>	
<b>4.</b>	<b>Correspondence</b>	
<b>5.</b>	<b>News/Updates from Working Groups, Staff and Council</b>	
5.1	Accessibility Officer Update	
5.1.1	Revised Terms of Reference for the Kawartha Lakes Accessibility Advisory Committee	7 - 13
5.1.2	2019 ParaSport Games Hosted by Durham Region	
5.1.3	2019 Kawartha Lakes Accessibility Advisory Committee Meeting Schedule	14 - 14
5.2	Public Awareness (Public Education/Employment/Information&Communication)	
5.3	Public Spaces (Parks, Built Environment and Transportation (Transit))	
5.3.1	Site Plan Review	
5.3.2	Introduction of Volunteer Technical Expert Andre O'Bumsawin	

5.4 Councillor's Update

**That** the reports provided under agenda items 5.1, 5.2, 5.3, and 5.4 be received by Kawartha Lakes Accessibility Advisory Committee for information purposes.

6. **New or Other Business**

7. **Next Meeting**

8. **Adjournment**

**The Corporation of the City of Kawartha Lakes**  
**Minutes**  
**Kawartha Lakes Accessibility Advisory Committee**  
**Meeting**

**KLAAC2018-007**  
**Thursday, November 15, 2018**  
**1:30 P.M.**  
**Lindsay Library Meeting Room**  
**Lindsay Library**  
**190 Kent Street West, Lindsay, Ontario**

**Members:**  
**Councillor Stephen Strangway**  
**Donald Brown**  
**Sharon Coupland**  
**Lynda DaSilva**  
**Mary Ann Fitzpatrick**  
**Dick Foster**  
**Bill Huskinson**  
**Jane McLean**  
**Crystal Morrissey**  
**Elizabeth Peeters**  
**Norm Price**  
**Joan Skelton**  
**Scott Howard**  
**Ken Van Den Oetelaar**

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## 1. **Call to Order**

Vice-Chair C. Morrissey called the meeting to order at 1:40 p.m. D. Brown, M. Fitzpatrick, D. Foster, B. Huskinson, J. McLean, E. Peeters and Councillor S. Strangway were in attendance.

## 2. **Administrative Business**

### 2.1 Adoption of Agenda

**KLAAC2018-036**

**Moved By** D. Foster

**Seconded By** D. Brown

**That** the agenda be adopted as circulated.

**Carried**

### 2.2 Declaration of Pecuniary Interest

There were no declarations of pecuniary interest.

### 2.3 Adoption of Minutes from Previous Meeting

#### 2.3.1 KLAAC2018-007.2.3.1

Kawartha Lakes Accessibility Advisory Committee Meeting Minutes of October 17, 2019

**KLAAC2018-037**

**Moved By** J. McLean

**Seconded By** M.A. Fitzpatrick

**That** the minutes of the Kawartha Lakes Accessibility Advisory Committee meeting held on October 17, 2018, be adopted as circulated.

**Carried**

## 3. **Deputations/Presentations**

## 4. **Correspondence**

## 5. **News/Updates from Working Groups, Staff and Council**

### 5.1 Accessibility Officer Update

B. Condie provided an update to the members on the progress of the Draft Management Directives related to the Council endorsed Accessibility Policy. A discussion ensued regarding suggested amendments to the draft documents.

## 5.2 Public Awareness (Public Education/Employment/Information & Communication)

E. Peeters updated the Committee on the Public Awareness Working Group meeting held on Wednesday, November 14, 2018 which included but was not limited to:

- discussions regarding the Accessibility Forum to be held on October 23, 2019
- the review and comment provided on the Management Directives
- the proposed development of short accessibility videos
- development of outreach materials and outreach to Chamber Offices and the BIA.

## 5.3 Public Spaces (Parks, Built Environment and Transportation (Transit))

There was no update from the Public Spaces Working Group.

## 5.4 Councillor's Update

Councillor Strangway provided departing remarks and thanked the Committee for their dedication and commitment. The Committee expressed their appreciation to Councillor Strangway for his support over the last 12 years and wished him well in his retirement from Municipal Council.

### **KLAAC2018-038**

**Moved By** D. Foster

**Seconded By** E. Peeters

**That** the reports provided under agenda items 5.1, 5.2, 5.3, and 5.4 be received by Kawartha Lakes Accessibility Advisory Committee for information purposes.

**Carried**

## 6. New or Other Business

## 7. Next Meeting

The next meeting will be held on Thursday, January 17, 2019 at 1:30 p.m. in the Lower Level Boardroom at the Lindsay Public Library.

## 8. Adjournment

### **KLAAC2018-039**

**Moved By** M.A. Fitzpatrick

**Seconded By** B. Huskinson

**That** the Kawartha Lakes Accessibility Advisory Committee Meeting adjourn at 2:50 p.m.

**Carried**

## **Terms of Reference**

**Name: Kawartha Lakes Accessibility Advisory Committee (AAC)**

Date Established by Council: **January 15, 2003**  
(Terms of Reference revised December 11, 2018)

### **Mission:**

The Kawartha Lakes Accessibility Advisory Committee is established to provide advice and recommendations to Council on opening doors to accessibility by promoting a barrier free City of Kawartha Lakes.

The Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, (the "AODA") mandates that every municipality having a population of not less than 10,000 shall establish an accessibility advisory committee or continue any such committee that was established before the Act was put into place.

The "AODA" outlines that the accessibility committee shall:

- (a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);
- (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects; and
- (c) perform all other functions that are specified in the regulations. 2005, c. 11, s. 29 (4).

### **Roles and Responsibilities:**

It is the responsibility of all appointed members to comply with:

- the City Code of Conduct for Committee Members
- the City Procedural By-law
- Other applicable City by-laws and policies
- Municipal Act
- Municipal Freedom of Information and Protection of Privacy Act

- Municipal Conflict of Interest Act

No individual member or the Committee as a whole has the authority to make direct representations of the City to Federal or Provincial Governments.

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act and shall disclose any pecuniary interest to the Secretary and absent himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

The Committee will abide by any terms and conditions which may be set out by the City's Council, CAO, City Clerk, City Solicitor, Auditor and/or Insurer for any activities relating to Committee business in keeping with the Committee's Terms of Reference and established Policies.

**Activities:**

The following represent the general activities of the Committee:

- a) To prepare an annual written report to Council by the end of Q1 each calendar year to outline the Committee's/Board's achievements from the previous year in line with their approved work plan and to present to Council their current year work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.
- b) To make recommendations to Council on strategy, policies and various issues to achieve Council's strategic priorities relating to the Committee's established scope of work as defined in the Terms of Reference.
- c) Prepare an annual written report to Council by the end of January of the following year to outline the Board/Committees achievements in line with the approved work plan.
- d) Provide advice to Council on the requirements and implementation of Accessibility Standards and the Preparation of Accessibility Reports.
- e) Provide advice to Council on the review and preparation of the City's multi-year Accessibility Plan.



- f) Review in a timely manner the site plans and drawings for buildings and facilities as described in Section 41 of the *Planning Act*.
- g) Promote public awareness of accessibility.
- h) Provide advice to Council and City Staff, as appropriate, regarding accessibility issues and concerns.

**Composition:**

The Committee shall be comprised of a maximum of 11 members consisting of up to 10 members of the public and 1 Council representative all of whom will have full authority to debate and vote. The Committee shall consist of a minimum of 10 members. Committee members will be appointed by Council in accordance with established policy. As per the requirements of the “AODA” a majority of the members shall be persons with disabilities.

**Appointment of Officers:**

The Committee shall, at its first meeting in each year, elect from its membership a Chair, and Vice-Chair. It is acknowledged that there are no per diems for any Committee positions and it is acknowledged that none of the above positions shall be paid for their services. All Committee members are considered volunteer positions.

**Term of Appointment:**

Unless exempted by legislation, members will be appointed for a term of either two or four years with terms expiring at either the mid-term or full term of Council. Members shall continue to serve beyond the end of their term until the appointments of their successors have been approved by Council.

**Resources:**

The City Clerk’s Office and specifically the Accessibility Officer will provide support in the form of advice, day-to-day liaison with the City, updates on program and promotional ideas and initial assistance in their implementation to the degree resources are available. The Accessibility Officer is authorized to recruit non-voting service volunteers to provide professional/technical support as needed.

The liaison department will also assist in the preparation and submission of budget recommendations/grant submissions, if needed and attend meetings of the Committee.

A member of staff shall be designated as Recording Secretary by the liaison department. The Recording Secretary shall prepare and publish agendas; attend all formal business Committee Meetings for the purpose of taking Minutes; and prepare and publish minutes in an accessible format acceptable to the City Clerk's Office.

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

### **Timing of Meetings:**

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair.

### **Location of Meetings:**

The location of the meetings will be set by the Committee and must be held in an accessible City facility.

### **Meetings:**

The Committee shall hold a minimum of 6 meetings in each calendar year. The Chair, through the liaison department, shall cause notice of the meetings, including the agenda for the meetings, to be provided to members of the Committee and posted to the City website a minimum of three (3) business days prior to the date of each meeting through the Recording Secretary. Quorum for meetings shall consist of a majority of the members of the Committee. No meeting shall proceed without quorum.

At the first meeting of each year, an Orientation Session shall be held for new members.

Working meetings throughout the year to advance the efforts of the work plan shall be held at the call of the Chair with the Chair providing notice of the working meetings to all members of the Committee a minimum of three (3) business days prior to the date of each meeting. No formal

minutes are required to be taken at working meetings; however, notes shall be taken.

**Procedures:**

Procedures for the formal business meetings of the Committee shall be governed by the City's Procedural By-law and Legislation or, where both of these are silent, by Robert's Rules of Order.

**Closed Meetings:**

The Committee shall not be permitted to hold Closed Meetings.

**Agendas and Minutes:**

A copy of the Agenda shall be provided to the City Clerk's office at the same time it is provided to Committee Members. The City Clerk's office will distribute the agenda to Council members as per established procedures.

Minutes of all formal business meetings and notes from working meetings of the Committee shall be forwarded to the liaison department, and to the City Clerk's Office, not later than two weeks after the meeting. Action items requested of staff and/or Council will be brought to the attention of the Accessibility Coordinator at that time. The City Clerk's Office will electronically circulate the formal business meeting minutes to all members of Council for their information. The City Clerk's Office will maintain a set of printed minutes on file for public review.

The Recording Secretary shall ensure that all Committee Agendas and Minutes are posted to the City website at the same times as they are circulated to the City Clerk's Office.

**Reports:**

One written report to Council is required per year from the Committee, being the work plan/budget and the previous year's annual report.

If there are recommendations of the Accessibility Committee that fall outside of this report, they are to be forwarded to Council, through the liaison department in a formal written report on the City report template. It will be the responsibility of the Committee Chair to provide a memo to the liaison department identifying the Committee recommendations for final preparation of the report.

**Purchasing Policy:**

This Committee has no purchasing or procurement responsibilities.

**Insurance:**

The City of Kawartha Lakes' General Liability Policy and Errors and Omissions Liability Policy will extend to this Committee and its members. The applicable insurance policies extend to Committee members while in the performance of his/her duties and to those activities authorized by the City of Kawartha Lakes and Council. Members must adhere to the policies and procedures of the City of Kawartha Lakes and Council, including the Terms of Reference.

The Committee must provide, via the liaison department an annual updated listing of all members, including member positions, to the City of Kawartha Lakes to ensure the applicable insurance coverage remains in force.

Committee members are not entitled to any benefits normally provided by the Corporation of the City of Kawartha Lakes, including those provided by the Workplace Safety and Insurance Board of Ontario ("WSIB") and are responsible for their own medical, disability or health insurance coverage.

**Expulsion of Member:**

Any member of the Committee who misses three consecutive formal business meetings, without being excused by the Committee, may be removed from the Committee in accordance with adopted policy.

Any member of the Committee may be removed from the Committee at the discretion of Council for reasons including, but not limited to, the member being in contravention of the Municipal Act, the Municipal Freedom of Information and Protection of Privacy Act, the Provincial Offences Act, The Municipal Conflict of Interest Act or the Code of Conduct for Committee Members; disrupting the work of the Committee; or other legal issues. The process for expulsion of a Committee member is outlined in the City's **Council Committee, Board and Task Force Policy**.

**Terms of Reference:**

The Recording Secretary shall ensure that a current Terms of Reference for the Committee has been provided to the City Clerk's Office and is posted on the City website.

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the City of Kawartha Lakes. Council may, at its discretion, change the Terms of Reference for this Committee at any time. Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council via the liaison department through a report to Council.

## Kawartha Lakes AAC

### 2019 Meeting Schedule – Third Thursday of each month – 1:30PM

Date	Location
January 17, 2019	Lindsay Public Library Lower Level Boardroom
February 21, 2019	Community Living Boardroom 205 McLaughlin Rd., Lindsay
March 21, 2019	Lindsay Public Library Lower Level Boardroom
April 18, 2019	Lindsay Public Library Lower Level Boardroom
May 16, 2019	Lindsay Public Library Lower Level Boardroom
June 20, 2019	Lindsay Public Library Lower Level Boardroom (possible outing?)
July and August 2019	No meeting unless called by the Chair
September 19, 2019	Lindsay Public Library Lower Level Boardroom
October 17, 2019	Lindsay Public Library Lower Level Boardroom
November 21, 2019	Community Living Boardroom 205 McLaughlin Rd., Lindsay
December 2019	No meeting unless called by the Chair